

Job Description

Role: Account Executive

Department: Touring

Reports into: Head of Touring

Responsible for Managing: N/A

About Us

We're Dewynters, the leading live entertainment marketing agency. Based in central London, we create groundbreaking campaigns that are seen across the world, spanning the fields of theatre, opera, concerts, music, sport, film, comedy and exhibitions.

Our touring department's unrivalled experience and passion, together with our creative, strategic, digital and data-driven expertise, ensure we always deliver the very best campaigns for our clients.

Clients include The Lion King, Mamma Mia!, Disney on Ice, The Book Of Mormon, Chicago, Evita, The Bodyguard, Cats, Annie, Dreamgirls, Monster Jam!, The King and I and Marvel Universe Live!

About the Role

As an Account Executive you'll be supporting the touring team, currently consisting of six people, and you will report into the Head of Touring. You'll be expected to initiate projects of your own and you'll have sole responsibility for a number of tasks. The account executive plays a vital role in the running of touring accounts and you'll be one of the main points of contacts with venues and clients. You'll work with the account managers on the day-to-day running of the account, liaising with the rest of the team throughout the company, and briefing and managing a high level of artwork through the studio. The role may include some travel but notice will be given if this is required.

Your Responsibilities

- Oversee visuals/artwork from initial briefing stage to final deadline. This includes advertising (on and offline), printed materials, promotional artwork and logo supply.
- Work closely with the account manager on the respective account, dealing with enquiries from venues/clients and providing support on the management of the daily workload.
- Liaise with tour venues and co-ordinate the supply of their requirements, as well as discuss activity on a regular basis.
- Brief other areas of the company on the clients'/venues' requirements, including media schedules and print quotes.

- Manage the online filing system, and keep the archive of activity up to date.

Your skills/qualifications include:

- Proven marketing, account management or project management experience in the theatre/entertainment industry
- Flexible working attitude
- Computer skills with experience of Microsoft Office/Excel/Powerpoint
- Meticulous attention to detail with the ability to show you're a creative thinker whilst showing initiative
- Ability to prioritise, multi-task, and perform effectively under pressure
- Excellent interpersonal, written and verbal communication skills and able to build strong relationships with clients, agencies and internal teams
- Strong team-working skills
- Working knowledge of computerised ticketing systems (desirable)
- Ability to travel at short notice
- A sense of humour is a must!

Interested?

If you think this job is for you please send your updated CV and covering letter, stating your salary expectations and why you are the right person to: recruitment@dewynters.com

What can we offer you?

We offer a whole array of benefits including:

- Competitive salary
- 23 days holiday rising to 28 days holiday (includes the Christmas shut -down)
- Flexible working
- Private health insurance
- Career development and training opportunities
- Enhanced maternity and paternity package
- Life assurance
- Season ticket loan
- Cycle2Work scheme
- Complimentary theatre/entertainment ticket